

known to the A.I.D. Advisory Committee Management Officer. These files contain the following information:

- (1) Copies of documents establishing, renewing, and terminating the committee;
- (2) Copies of committee charters filed with the A.I.D. Administrator;
- (3) Fiscal records which fully disclose the disposition of any funds made available to the committee;
- (4) Advisory committee records described above in §214.36(b) (*i.e.*, the reports, transcripts, minutes, appendices, and other documents which were made available to, or prepared for or by, the committee).
- (c) The A.I.D. Advisory Committee Management Officer, the A.I.D. Auditor General, the OMB Secretariat, and the Comptroller General shall have access to these records.
- (d) Personnel documentation required by CSC and Agency regulations shall be maintained in the official personnel records of the Office of Personnel and Manpower.

§214.44 Annual review and reports.

- (a) A.I.D. conducts an annual comprehensive review of advisory committees under instructions provided by OMB Circular A-63, section 10, as amended and submits required data to OMB on the prescribed format, by November 30 of each year.
- (b) A.I.D. reports monthly to OMB on committee terminations or other significant changes in continuing A.I.D. Advisory Committees.
- (c) A.I.D. also provides information to the General Services Administration (GSA) for an annual report to Congress. The Agency report is due on February 1 of each year; includes only those advisory committees established by or reporting to A.I.D.; and is submitted on a form prescribed by GSA.
- (d) Within A.I.D., the Advisory Committee Management Officer collects required information from the A.I.D. Advisory Committee Representatives; appraises advisory committee activities for the Administrator; and prepares the Agency's reports for the Administrator.

Subpart F—Administrative Remedies

§214.51 Administrative review of denial for public access to records.

Any person whose request for access to an advisory committee document is denied may seek administrative review in accordance with §212.36(c) of A.I.D. Regulation 12, 22 CFR 212.36(c).

§214.52 Administrative review of other alleged non-compliance.

With regard to other alleged non-compliance with the Act, OMB Circular A-63, or this regulation, the following procedures are to be used:

- (a) Advisory committee members or other aggrieved individuals or organizations must file a written complaint which contains specific information regarding the alleged non-compliance.
- (b) The written complaint must be addressed to the Administrator or Deputy Administrator, Agency for International Development, 21st and Virginia Avenue, NW., Washington, DC 20523.
- (c) The complaint must be filed within thirty (30) days after the date of the alleged non-compliance.
- (d) The complaint will be considered by the Administrator or Deputy Administrator with the advice and assistance of the General Counsel and the A.I.D. Advisory Committee Management Office.
- (e) Written notice of the disposition of the complaint shall be provided to the complainant within thirty (30) days of the date the complaint was received by the Agency.

PART 215—REGULATIONS FOR IMPLEMENTATION OF PRIVACY ACT OF 1974

Sec.

- 215.1 Purpose and scope.
- 215.2 Definitions.
- 215.3 Procedures for requests pertaining to individual records in a system of records.
- 215.4 Times, places, and requirements for identification of individuals making requests.
- 215.5 Access to requested information by individuals.
- 215.6 Special procedures: Medical records.
- 215.7 Request for correction or amendment of record.